

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MAY 16, 2023**

The Interagency Internal Audit Authority (IIAA) met virtually at 8:00 a.m. Those present were:

IIAA Members: Chair Jon Alexander, Vice Chair Nicole Prorock, Emeka Enworom, Steve McKay, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: None

FCPS Staff: Amanda Baugher

FCC Staff: John Peterson, Leslie Barnes-Keating, Lori Depies, Erin White, and Dan Lewis

Contractors:

SC&H: Matt Simons, Sam Fitzgerald, Natnael Kebekabe, and Samantha Prugh

CLA: None

SB & Company: Chris Lehman

Chair Jon Alexander called the meeting to order at 8:05am.

Approval of Agenda – May 16, 2023

Mr. Steve McKay made a motion to accept and approve the agenda for May 16, 2023, seconded by Mrs. Sue Johnson. All those present voted in favor (Ellis Barber absent). The motion passes.

Approval of Open Meeting Minutes – April 19, 2023

Mr. Steve McKay made a motion to accept and approve the IIAA open meeting minutes of April 19, 2023, as submitted, seconded by Mrs. Sue Johnson. All those present voted in favor (Ellis Barber absent). The motion passes.

Status of Assignments:

- **CLA**

- FCG P-Cards – drafted and sent to CLA for response; will be a possible email vote or June meeting vote.

- **SC&H**

- FCPS School Construction – First draft report reviewed by IA and working through comments.
- FCG Health Permitting - Testing ongoing.
- FCG HR On-Boarding/Off-Boarding – Draft flowchart sent out week of 5/8, audit objectives have been laid out for testing phase.
- FCPS Assets & Inventories – Flowchart being drafted week of 5/8 with testing phase objectives.
- FCG IIT Flowchart – Work began week of 5/8.
- FCG IIT Security Assessment – State reviewed and approved; task order ready for vote.

Mr. Steve McKay made a motion to accept and approve task order #23-05, Frederick County Government IIT Security Assessment, and to issue to SC&H, seconded by Mrs. Sue Johnson. All those present voted in favor (Ellis Barber absent). The motion passes.

- **Special Projects & Work**

- None at this time.

- **Miscellaneous Follow-ups**

- The Director pointed the IIAA to review the list provided of follow up status and noted that some have been closed and will drop from the list. Noted that some follow ups have been extended or requested an extension.

Fraud Hotline

- FCPS – 1 item, with BOE for review.
- FCG - 4 items (3 personnel matters, for closed session; 1 policy matter)
- FCC - None

Other Business

- Risk Assessment meetings & Risk Assessment Review Schedule – Both FCPS & FCC are complete. A vote for FCPS will be taken this month and FCC will hold for June meeting.

Mr. Jon Alexander made a motion to approve the Frederick County Public Schools Fiscal Year 2024 Risk Assessment Plan, seconded by Mr. Steve McKay. All those present voted in favor (Ellis Barber absent). The motion passes.

- Annual Financial Report Review and Schedule – draft included for review; no vote required.
- Director Evaluation Process – forms sent to IIAA Chair for review and planning of evaluation.
- 2023 meeting calendar / meeting format and next meeting - format to remain same.
- Member terms and open seat - One current open seat to be filled. Mrs. Nicole Prorock's term will expire June 30, 2023, and has submitted her letter of interest to serve another full term. An IIAA vote is required for nomination to Council for confirmation.

Mrs. Sue Johnson made a motion to nominate Mrs. Nicole Prorock to serve another full term on the IIAA and to forward to the Frederick County Council for confirmation, seconded by Mr. Steve McKay. All those present voted in favor (Ellis Barber absent). The motion passes.

Next Meeting

- June 21, 2023

At 8:43 am, Mr. Jon Alexander closed the open session, informed all those present that we would be going into a closed session and adjourning the meeting there.

At 8:43am, Mrs. Sue Johnson made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §3-305 (b)(1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals," seconded by Mr. Emeka Enworom. All those present voted in favor (Ellis Barber absent). The motion passes.

The topic being Frederick County Government Hotline Issues.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit